

2023-2024 SIPA CASUAL TIMESHEET SCHEDULE

PAYROLL PERIOD	DUE DATE (BY 10AM)	PAYCHECKS RECEIVED
**06/19/2023 - 07/02/2023	Wednesday 06/28/2023	07/07/2023
07/03/2023 - 07/16/2023	Friday 07/14/2023	07/21/2023
07/17/2023 - 07/30/2023	Friday 07/28/2023	08/04/2023
07/31/2023 - 08/13/2023	Friday 08/11/2023	08/18/2023
08/14/2023 - 08/27/2023	Friday 08/25/2023	09/01/2023
08/28/2023 - 09/10/2023	Friday 09/08/2023	09/15/2023
09/11/2023 - 09/24/2023	Friday 09/22/2023	09/29/2023
09/25/2023 - 10/08/2023	Friday 10/06/2023	10/13/2023
10/09/2023 - 10/22/2023	Friday 10/20/2023	10/27/2023
10/23/2023 - 11/05/2023	Friday 10/31/2023	11/10/2023
11/06/2023 - 11/19/2023	Friday 11/13/2023	11/22/2023
11/20/2023 - 12/03/2023	Friday 12/01/2023	12/08/2023
12/04/2023 - 12/17/2023	Friday 12/15/2023	12/22/2023
**12/18/2023 - 12/31/2023	Wednesday 12/27/2023	01/05/2023
**01/01/2024 - 01/14/2024	Wednesday 01/10/2024	01/19/2024
01/15/2024 - 01/28/2024	Friday 01/26/2024	02/02/2024
01/29/2024 - 02/11/2024	Friday 02/09/2024	02/16/2024
02/12/2024 - 02/25/2024	Friday 02/23/2024	03/01/2024
02/26/2024 - 03/10/2024	Friday 03/08/2024	03/15/2024
03/11/2024 - 03/24/2024	Friday 03/22/2024	03/29/2024
03/25/2024 - 04/07/2024	Friday 04/05/2024	04/12/2024
04/08/2024 - 04/21/2024	Friday 04/19/2024	04/26/2024
04/22/2024 - 05/05/2024	Friday 05/03/2024	05/10/2024
05/06/2024 - 05/19/2024	Friday 05/17/2024	05/24/2024
05/20/2024 - 06/02/2024	Friday 06/31/2024	06/07/2024
06/03/2024 - 06/16/2024	Friday 06/14/2024	06/21/2024
**06/19/2024 - 07/02/2024	Wednesday 06/28/2024	07/07/2024

Casual timesheets are due by Friday at 10am.

****Please note the early due date for noted timesheets, due to University holidays.**

- All hire paperwork must be completed at least one week in advance of employee start date
- Students may work a maximum of 20 hours/week except for the following dates when the maximum is 35 hours/week:

05/22/2023-09/04/2023 (Summer Break) 35 hours per week

12/27/2023-01/16/2024 (Winter Break) 35 hours per week

- Casuals may not work more than 5 consecutive hours without taking an unpaid half-hour break.
- **Timesheets must be submitted in the Time & Labor and Absence Management (TLAM) System by Fridays at 10am, with above noted early submission exceptions. See University Holiday Calendar.**
- Late timesheets will be processed with the following payroll.
- DIRECT DEPOSIT may be set up via <https://my.columbia.edu/>.